Position Description

Working Title: Graduate Assistant
Home Department: Career Center

Position Summary:
The graduate assistant is part of a team within the Career Center at Vanderbilt University. The graduate assistant may assist with synthesizing information and producing written research and benchmarking reports; launching a career competency campaign to ensure student career readiness; conceptualizing and managing a peer coaching program; and assisting with project and event coordination.

Time Commitment:
The position will begin in August 2022 and last for 9 months. Continuation of the assistantship will depend upon satisfactory performance of your assigned duties and progress toward your degree. You will be expected to work 20 hours per week excluding university breaks. This may include some evening and weekend hours.

About the Work Unit:
The Vanderbilt Career Center serves undergraduate students, graduate students, and postdoctoral fellows, in addition to alumni (0-2 years) post-graduation. The Career Center also supports students, postdocs, and alumni pursuing prestigious fellowships and postgraduate study. The Career Center consists of a leadership team, a coaching team, fellowships and scholarships advising team, an employer relations team, and support staff.

About the Career Center
The Center focuses on career exploration, providing opportunities for students to learn about and explore professional opportunities including internships, career coaching, career courses, workshops, career panels, virtual and on-campus recruiting, job fairs, and industry-based Treks.

The Career Center is a division within Career Advancement and Engagement and works closely with the Vice Provost of Career Advancement and Engagement to fulfill the university’s mission.

- We embrace the benefits of broad-based liberal education within a highly active research environment
- We promote values of scholarship, leadership, and collegiality in the pursuit of excellence in discovery and learning, and service within an engaged living-learning campus community
- We educate the whole student to prepare each to be active citizens that engage, question and forge positive change in our world
- We are committed to fostering an inclusive and safe environment that embraces diversity and diverse perspectives

Job responsibilities listed herein are intended to be a thorough representation of the duties, responsibilities, expectations, and qualifications for this specific role at the time of hire but should not be considered all-encompassing as actual responsibilities may evolve to include additional duties as assigned based on organizational and operational needs.
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- We are One Vanderbilt, a uniquely synergistic collection of 10 colleges and schools on a geographically central university campus

**Key Functions and Expected Performance:**

- Demonstrate an interest in learning and growing professionally by challenging oneself and asking the appropriate questions when necessary.
- Demonstrate a willingness to support colleagues across the division in order to encourage the implementation or fulfillment of divisional goals and strategic priorities; other duties as assigned.

**Supervisory Relationships:**

This position reports administratively to Cathy Weisbrodt.

**Education and Certifications:**

- Full-time enrollment in graduate degree program in Peabody College at Vanderbilt University **is required.**
- Enrollment in the M.Ed. Higher Administration Education program in the Department of Leadership, Policy, and Organizations at Peabody College **is strongly preferred.**

**Experience and Skills:**

- Ability and maturity to handle confidential information is necessary.
- Ability to function well under pressure and in a fast-paced office environment is necessary.
- Ability and maturity to work with high-level university administrators is necessary.
- Ability to work with a high degree of autonomy is necessary.
- Advanced knowledge of MS Word, Excel, and PowerPoint is necessary.
- Preferred knowledge in media related software and social media channels.
- Preferred experience in event and/or project management
- Proficiency in synthesizing large and disparate sources of information to be presented as succinct findings and recommendations is strongly preferred.
- Excellent verbal and written communication skills, including advanced writing ability and editorial precision is strongly preferred.
- Qualitative and quantitative research experience, including knowledge of assessment methods is preferred.
- Excellent decision-making and time management skills is preferred.

**Compensation:**

**GA:** The compensation for this assistantship includes an annual stipend paid over the 9-month period (33% of Peabody tuition) and a 66% tuition scholarship, (33% paid by the Office of the Dean of Students/Office of the Provost and 33% paid by Peabody College) paid directly to your student account. The tuition benefit is for the total minimum number of hours needed to complete your academic program.

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NOTE: It is required that you apply for financial aid and request that any available work-study funding be used towards these positions.